

# Draft

## Washington State Board of Health Policy & Procedure

**Policy Number:** 2002-001

**Subject:** Publications of the State Board of Health

**Effective Date:** June 12, 2002

### **Policy Statement:**

It is the policy of the Washington State Board of Health to produce clear, accurate, high-quality publications in an economic, cost-effective manner that effectively communicates the Board's policy recommendations and fulfills all statutory requirements.

### **Lead Responsibility:**

The Senior Health Policy Manager will have lead responsibility under the supervision of the Executive Director to assure compliance with this policy and procedure.

### **Policies:**

- (1) **Definitions:** State publications are defined in chapters 42.06 and 42.07 RCW as annual and biennial reports, special reports required by law, state agency newsletters, periodicals, magazines, and other printed informational material intended for general dissemination to the public or the Legislature. Publications do not include business forms, preliminary draft reports, working papers, typewritten correspondence, interoffice memoranda, staff memoranda, or news releases sent exclusively to the media.
- (2) **Necessary Publications:** The Board will produce only those publications required by law or those for which the Executive Director, in accordance with RCW 40.07.030, has determined that the benefits to the public clearly exceed the costs of preparation, printing, and distribution. Publications required of the Board by law are:
  - (a) The annual report to the governor as defined in RCW 43.20.100;
  - (b) The state health report as defined in RCW 43.20.050(1)(b); and
  - (c) Reports to the Legislature or legislative committees on specific health policy issues as may be required by legislation.
- (3) **Studies and Policy Reports:** The Board is authorized under RCW 43.20.050 to "explore ways to improve the health status of the citizenry" and to "advise the secretary on health policy issues pertaining to the department of health and the state." The secretary's standing request of the Board is that the Board's policy recommendations be posted on the Board's Web site and distributed in report form to interested parties. It is therefore expected that significant research

# Draft

findings and policies developed by the Board will be distributed in publication form so long as a determination is made that the benefits exceed the costs.

- (4) **Production Values:** The Board shall produce clear, accurate, high-quality publications that provide a consistent look, feel, and tone. The Board shall balance the effectiveness of printed materials with cost considerations when selecting formats, paper stock, colors, design, logos, and artwork.
- (5) **OFM Review:** Any Board publication prepared for the Legislature must be reviewed and approved by the executive policy and budget divisions of the Office of Financial Management (OFM) in accordance with OFM Directive 96-11 prior to printing in quantity or distribution.
- (6) **Legislative Distribution:** Distribution of Board publications to the Legislature shall be done in accordance with OFM Directive 00D-01 (<http://www.ofm.wa.gov/directives/dir00d-01.htm>). The Board shall promptly submit three (3) copies of each of its publications of legislative interest with Washington State Library for inclusion in the monthly Legislative Alert List. The Board is prohibited from distributing publications directly to the members of the Legislature unless:
  - (a) The document was specifically required by act of the Legislature;
  - (b) The document was specifically requested by a legislator, legislative committee, or legislative staff;
  - (c) Distribution of the document is necessary to convey the governor's policy positions; or
  - (d) Distribution of the document is essential for Board operations.Whenever the Board delivers a publication directly to the Legislature, it shall also submit a copy to the Director of the Office of Financial Management with an explanation of why direct distribution was necessary.
- (7) **Statewide Distribution:** In accordance with Chapter 40.06 RCW and OFM Directive 00D-01, the Board shall promptly deposit three (3) copies of each of its state publications intended for general distribution with the State Distribution Center at the Washington State Library. Following review by the State Library, and at the library's request, the Board will provide either fifteen (15) copies for the fully depository libraries or fifty (50) copies for the full and partial depository libraries.
- (8) **Annual Evaluation:** On an annual basis, the Board shall evaluate all publications in accordance with OFM guidelines to determine whether they will be produced, revised or distributed through other means.
- (9) **Electronic Publishing:** It is the intent of the Board, when feasible, to reduce costs, improve access, and comply with RCW 43.105.250 and RCW 43.105.270 by making its publications available in electronic format on its Web site.
- (10) **Style and Grammar:** The Board will strive for consistency in the use of style and grammar. Its primary style and grammar reference shall be the "Writing and Grammar" section of the Washington State Correspondence Guidelines (Executive Assistants Group, rev. 1999, <http://www.wa.gov/correspondence/>). Issues not addressed in this document can be researched using the following hierarchy of sources:

# Draft

- (a) Webster's II New College Dictionary
  - (b) Chicago Manual of Style
- (11) **ADA Language:** All Board publications available to the public shall contain language that conforms to the Americans with Disabilities Act by informing individuals with special needs how they can request alternative formats or special accommodations. The preferred phrasing is; "For people with disabilities, this document is available in other formats on request."
- (12) **OFM Guidelines:** The Board shall produce, print, distribute, and mail its publication in accordance with the *Agency Publication Guide: A Resource for Producing Washington State Publications* (OFM, 2000, <http://www.ofm.wa.gov/pubguide/pubguide00.pdf>).